

Jamie Woodlief

From: Jamie Woodlief [jamie.woodlief@ncpublicschools.gov]
Sent: Monday, May 23, 2011 7:01 AM
To: More at Four Program Contacts; More at Four Contract Administrators;
More at Four Fiscal Contacts
Cc: OEL Staff
Subject: More at Four June Deadlines

Importance: High

ATTENTION

As we approach the end of the state fiscal year, this email provides critical information to your agency about close-out procedures. Based on anticipated reductions to the Department of Public Instruction's (DPI) State budget for SFY 2011 - 12, the Chief Financial Officer has provided guidance to all DPI staff concerning payments to Contractors in the month of June.

Instructions for More at Four Contractors

1. All Request for Payments for May, 2011 services must be received in the Office of Early Learning no later than **June 14, 2011**. The request must be submitted properly, including all signatures, in order to prevent a delay in processing or non-payment.

 2. All Request for Payments for June, 2011 services must be received in the Office of Early Learning no later than **June 17, 2011**. The request must be submitted properly, including all signatures, in order to prevent a delay in processing or non-payment.

 3. All MAFPlan Change Requests (i.e., such as moving slots and/or add teachers and assistants) must be submitted and approved no later than **June 13, 2011**. Please review all data in MAFPlan and ensure it is as up – to – date as possible with data applicable to SFY 2010-11.
- **There will be no Request for Payments processed by the DPI Accounts Payable Office after June 24, 2011 for services provided in SFY 2010-11.**
 - **There are no exceptions to the due dates.**

Our office must receive the properly completed Request for Payment in advance of the June 24 deadline to allow time for review and approval. The Office of Early Learning appreciates your cooperation in meeting these deadlines.

Thank you,

Jamie L. Woodlief
Executive Assistant
Office of Early Learning
NC Department of Public Instruction
(919) 981-5530
www.earlylearning.nc.gov

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